Job Description

Post/Job Title:	**Student Records System Development Analyst**
Ref:	**637**
Location:	**Any University location**
School/Professional Service:	**Academic Services**
Group/Section:	**Student Records and Reporting team**
Normal hours per week:	**Full Time**
Some flexibility will be required in order to ensure that key time scales and deadlines are met.	
Grade:	**7**
Accountable to:	**Student Records and Reporting Manager**
Responsible for or supervises:	**May be required to lead and facilitate groups consisting of academic and professional services staff and external parties**

Job Purpose

This role is responsible for enhancing the student record system and for delivering system developments which support the University's Vision and Strategic Plan.

The postholder will be required to lead, plan and develop priority projects and facilitate the continuous improvement of the student record system to ensure the University can fulfil its operational, strategic and statutory responsibilities.

Collaborating with Business Analysts, IT Services and other relevant stakeholders, the postholder is responsible for the creation and maintenance of an integrated suite of complex and innovative solutions that fully exploit the technical capabilities of the student record. These solutions will maximise system and process efficiencies whilst enriching the experience of a large and diverse user-community that includes applicants, students, graduands, alumni as well as academic and administrative staff.

Although the role carries no direct line management or budgetary responsibilities, the post holder will be expected to lead and manage groups for specific tasks and deliver projects to agreed timescales and within prescribed resource constraints.

Main Responsibilities

1. Understand the requirements of the business to design and build appropriate solutions (including e:Vision interfaces and workflows) that optimise the scope of the student record ensuring that, where possible, processes are simplified and consistent across the organisation and effectively support all end-user communities.

2. Coordinate with IT staff to ensure all developments comply with robust configuration management standards and to facilitate the quality assurance and deployment of solutions (including the creation of test scripts) into the University's production environment.

3. Evaluate new/emergent technologies (including product-based testing) and sector best practice and propose how these can be exploited to best support continuous improvement and enhancement of the student record system.

4. Using appropriate methodologies (Agile, Lean, etc.), undertake complex system analysis to identify how the student record can best support the requirements of the University's diverse stakeholder groups.

5. Collaborate with Business Analysts, IT Services and other stakeholders (including relevant external system networks, HE communities, Tribal consultants, etc.) to understand technical opportunities and constraints coupled with business need in order to shape appropriate system and process developments.

6. Establish and maintain effective relationships with all stakeholder groups to understand and document the complex, interdependent and wide-ranging business needs of the University.

7. Responsible for coordinating the effective delivery of projects and the planning and management of all activities, including any associated work undertaken by other staff, ensuring that all aspects of work achieve high levels of Service Excellence.

8. Support and facilitate the testing and deployment of student record upgrades and patching.

9. Provide status updates to the Student Records and Reporting Manager**,** ensuring risks are proactively identified, evaluated, mitigated and escalated where appropriate.

10. Ensure that the scope and impact of changes are appropriately documented and well understood by affected parties.

11. Proactively undertake regular training and development to enhance relevant knowledge and skills and maintain an acute understanding of technologies, developments and good practice within UK Higher Education sector. Prepare, coordinate and deliver support and training to appropriate University staff as required.

12. Support and adhere to relevant BU IT processes and standards governing the development, promotion, testing and deployment of student records system enhancements.

13. Maintain confidentiality and comply with all appropriate regulation and policy including the Data Protection Act (DPA), General Data Protection Regulation (GDPR) and the University's Confidentiality Policy.

14. Any other duties as may reasonably be required by your line manager or other senior managers in Academic Services including supporting BU wide events and activities.

Contacts

Internal: All Bournemouth University students and staff.
External: All Bournemouth University stakeholders including software suppliers and other education providers.

Information Governance Responsibilities

Data User

i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an offence to apply for and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's Safeguarding Policy and Suitability Statement on the Recruitment and Employment of Exoffenders.

Additional Information

NB. The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the university's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of and comply with the Universities Sustainability Policy, Carbon Management Plan and associated documents, and to ensure that whilst at work that they demonstrate the adoption of sustainable habits or practices and carry out their day-to-day activities in an environmentally responsible manner.

March 2026

Person Specification

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School / Service: Academic Services	Date: March 2026

SELECTION CRITERIA	**E**ssential/ **D**esirable
Knowledge (including experience & qualifications)	
Degree or equivalent qualification in a relevant subject or appropriate level of professional expertise.	E
Experience of working within Higher Education in the area of student systems development.	E
Experience of delivering projects on time, budget and of the expected quality.	E
Technologically aware and innovative.	E
Understanding of current Higher Education issues and the student lifecycle.	E
Experience of using SITS including a good understanding of the principles that govern the system.	D
Skills	
Extensive experience developing/configuring a student records system or equivalent complex information system.	E
Proficient technical skillset e.g. HTML, Java, SQL, SITS SRL, SQL, e:Vision	D
Independent thinker with strong problem solving and analytical skills; ability to evaluate complex issues, overcome challenges and create effective, robust and timely corporate solutions.	E
Excellent interpersonal skills with the ability to work co-operatively and effectively with students and staff at all levels.	E
Confident, unbiased and open-minded, able to inform and influence outcomes.	E
Ability to quickly assimilate complex information and decide on the most appropriate course of action.	E
Excellent verbal, written and presentation skills; able to produce documentation that both IT and non-technical stakeholders can understand.	E
Proficient working with sensitive and confidential information within the frameworks of the Data Protection Act and other professional guidelines.	E
Project management skills.	D
Attributes	
Ability to analyse and prioritise competing business needs.	E
Methodical with excellent attention to detail.	E
Ability to facilitate and inform discussions with senior managers and academics which challenge current ways of working.	E
Flexible, well organised and self-motivated.	E

Ability to work proactively and independently whilst contributing effectively as part of the team.	E
Positive, resilient and motivated to excel in a challenging role.	E
Committed to continuous professional development.	E
Commitment to delivering Service Excellence and continuous service improvement	E